

860124-09

DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE Application Date 9-6-85 Application Number		1. Agency Address Department of Natural Resources Parks, Recreation & Historic Sites Div. Funding Unit 270 Washington Street, S.W., Room 704 Atlanta, Georgia 30334		FOR RECORDS MANAGEMENT USE Application Number 79-277-A Date Received JAN 24 1986 Date Completed MAR 10 1986	
2. Person to Contact Joy Thomas		Working Title Grant Project Officer		Telephone Number 656-3830	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>79-277</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series Earliest Latest 1965 To Date		5. Records Series Title (followed by title used in office, if different) Land and Water Conservation Fund (LWCF) Grant Project Files and Internal Audit Files			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Parks, Recreation and Historic Sites Division is responsible for the following functions: (1) The development, maintenance, operation, and marketing of state parks and historic sites; (2) The administration of state and federal grant programs; and (3) the provision of technical assistance related to recreation and to historic and archaeological preservation. The Funding Unit administers federal and state grant programs for acquisition, development and operation of recreation sites, facilities and services. Administration of the grant programs includes solicitation and evaluation of applications, fund allocation and management project inspection to assure compliance with laws and regulations, and grantee reimbursement.					
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Approving applications and disbursing federal funds to sub-grantees for Land and Water Conservation Fund monies. Included are: Project Files include legal grant agreements, grant proposals, construction contracts, land acquisition documents, inspection reports, support for grant reimbursements such as invoices and pay schedules, and related correspondence. Internal Audit Files include Audit Test forms, and related correspondence concerning audit exceptions or acceptance of costs claimed on Land and Water Conservation Fund grants. File is arranged: Numerically by project number, e.g. 13-00301, 13-00302, etc.					
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>2</u> ; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old <u>3</u> ; twenty-five months and older <u>1 (or less)</u> Most projects are completed within 27-30 months.					
9. Annual Rate of Accumulation of Records Letter-size drawers <u>8</u> ; Legal-size drawers <u>1 1/2</u> ; Shelves _____; Other (specify) _____					

	<input checked="" type="checkbox"/>	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	c. Is this a vital record?
	<input checked="" type="checkbox"/>	d. Does this series have historical or long term research value?
	<input checked="" type="checkbox"/>	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	<input checked="" type="checkbox"/>	f. Is the information contained in this series ever published? If yes, attach copy.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	<input checked="" type="checkbox"/>	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	<input checked="" type="checkbox"/>	i. Is this series (or a major portion of it) regularly microfilmed?
	<input checked="" type="checkbox"/>	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|----------------------|-----------------------------------|-------------------------------------|
| a. State Law | <u>0</u> years. | d. Audit period | <u>3 yrs after closing</u> years. |
| b. Statute of limitation | <u>0</u> years. | e. Administrative need | <u>1-3 yrs. Inactive 23</u> years. |
| c. Federal law | <u> </u> years. | f. Federal retention instructions | <u>3- yrs. after closing</u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

(SEE ATTACHED)

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

- ☐ Calendar Year; ☐ Fiscal Year; ☒ Other fiscal year in which then, project was closed.

- ☐ Hold in the current files area month(s) year(s); then
- ☐ Transfer to local holding area, hold year(s); then
- ☐ Transfer to State Records Center; hold year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

From Project approval date until the state Audit Dept. has performed DNR annual Audit covering the fiscal year in which project was closed, then

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	1/24/86		
79-277A		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	Date
		Secretary of State/Designee	1-30-86
		Attorney General/Designee	Jan 28, 1986
			2/7/86



4388-38715

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Natural Resources Parks, Recreation & Historic Sites Div. Recreation Services Section 270 Washington St. SW Room 704 Atlanta, Georgia 30334	Application Number 79-277	
Application Number		Date Received DEC - 7 1979	Date Completed DEC 31 1979
2. Person to Contact Robin Jackson		Working Title Chief, Recreation Services Section	Telephone Number 656-2790
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1965 Latest To date		5. Records Series Title (followed by title used in office, if different) Land and Water Conservation Fund (LWCF) Grant Projects	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Recreation Services Section guides and assists recreation providers through the preparation of state-wide plans and issue analyses, through preparation and dispersal of technical publications, through consultation and community assessments, and through funding assistance. The Funding Unit administers various federal and state grant programs for acquisition, development and operation of recreation sites, facilities and services and for conservation employment of youth on public lands. Administration of the grant programs include solicitation and evaluation of applications, fund allocation and management, project inspection to assure compliance with laws and regulations, and grantee reimbursement.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: approving applications and disbursing federal funds to sub-grantees for Land and Water Conservation Fund monies. Included are: Legal grant agreements, grant proposals, construction contracts, land acquisition documents, inspection reports, support for grant reimbursements such as invoices and pay schedules, and related correspondence. File is arranged: Numerically according to project number, e.g., 13-00002, etc.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____? Seldom, if ever.			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers 2 ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>3</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>0</u> years.
c. Federal law	<u>25</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

See Attachment B; Federal law mandates that no property acquired and/or developed with L&WCF monies shall be converted to other than public outdoor recreation uses (see page 4 of P.L. 94-422).

12. Approved Disposition Instructions

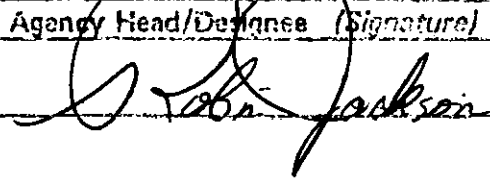
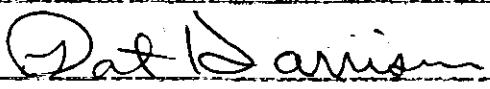
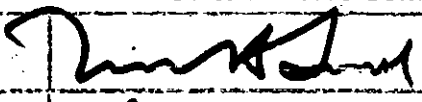
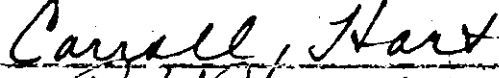

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other upon completion of project and final reimbursement.

- ☒ Hold in the current files area 2 month(s) 2 year(s); then
- ☐ Transfer to local holding area, hold year(s); then
- ☒ Transfer to State Records Center; hold 23 year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Transfer one (1) cubic foot for all years ending in "0" and "5" to State Archives for permanent retention. Destroy remainder.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	12-4-79		12-6-79
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee 	12-24-79
		Secretary of State/Designee 	12-21-79
		Attorney General/Designee 	12-28-79